



**MINUTES
COMMISSIONERS WORKSHOP
January 28, 2019 – 5:00 P.M.
TOWN HALL**

I. CALL TO ORDER

The meeting was called to order at 5:00 P.M. by President Sharon McDowell. Present: Commissioners Bruce Smith, Tom Carey, Tim Banks, Lawrence Tassone and Town Manager Jesse Savage.

II. QUORUM PRESENT

President McDowell reported a quorum was present to discuss Bridgeville Town business.

III. OPEN DISCUSSION (No Action Will be Taken)

A. Woodbridge School District Presentation

Heath Chasanov, Woodbridge School District Superintendent presented a PowerPoint presentation to the Commissioners. Mr. Chasanov stated that the upcoming Referendum is for the Woodbridge School District Operating Expenses. Mr. Chasanov discussed items such as Current Expenses, Tuition, Debit Service and Match Tax. Mr. Chasanov discussed that the last Operating Referendum in 2006 was for the Air Condition Units at WMS & WECEC. Mr. Chasanov discussed enrollment and how it has seen a 30% growth rate since FY06. Mr. Chasanov discussed Annual expenses and Budget drivers. Mr. Chasanov discussed the need for the Referendum such as Enrollment and Operating Budget having grown but Current expense has not grown at the same rate. Mr. Chasanov discussed expense reductions since FY13 such as Building budget, instructional replacement, technology, maintenance, athletics and contingency funding. Mr. Chasanov stated that the District can no longer utilize reserve funding in order to keep up with the increased costs. Mr. Chasanov discussed the effect on the average household in Kent County (\$84.55 annually) and Sussex County (\$69.85 annually). Mr. Chasanov stated that March 12, 2019 (Snow date is March 19, 2019) is when the referendum will take place. Commissioner Carey asked if they have gotten much resistance. Mr. Chasanov stated that they have not, as most understand it once they have seen the presentation.

B. FY2018 Audit Presentation

Rick Tull, representing Lank, Johnson & Tull, presented the FY2018 Audit report to the Commissioners. The Commissioners did not have any questions regarding the FY2018 Audit.

C. Brookfield Office Trailer

Town Manager Savage stated that he has received a quote for \$21,000 just to move it even though the trailer is free to the Town. Mr. Savage stated that because of the price, it will have to go out to bid. Mr. Savage stated that this trailer would be used for the Water Department, such as a meeting room, the Water Department Supervisor's office and an office for the second water operator. Other options were discussed, including adding onto the existing building with new construction, which may be more permanent and functional than the used office trailer. Town Manager Savage informed the Commissioners that he would look into this option and report back.

D. FY19 Budget Amendment

Town Manager Savage presented the FY19 Operating Budget Amendment to the Commissioners. Town Manager Savage stated that on the revenue side, building permits are down and that he is changing the forecast of Heritage Shores to 30 homes. Ryan Homes has left but they are going to finish the building permits they have been issued. Mr. Savage stated that he added \$500 per Commissioner for donations/grant monies. Mr. Savage stated that he has included a cost of living increase in this Amendment of 1.9%. Commissioner Tassone asked if funding had been found to furnish the inside of the new police department. Town Manager Savage stated that Chief Parker has been talking to the State for the parking lot and has talked to USDA. Mr. Savage stated that the Town has received just under \$400,000 from a drug seizure on the highway from a few years ago. Mr. Savage stated that Water & Wastewater user fees are up. It was stated that a Resolution to approve the budget amendment would be drafted for their review, which would be on the February agenda for approval.

IV. GOOD OF THE ORDER

Town Manager Savage reminded the Commissioners that he needs a head count for the Kiwanis dinner on February 4th.

Town Manager Savage stated that the Church is going to be taking down the Children's Sanctuary playground due to expensive repairs that are needed.

Town Manager Savage stated that Planning and Zoning is still two members short. Commissioner Carey stated that he has a few that he would like to talk to. Town Manager Savage stated that the Historical Society's representative needs to be filled.

V. ADJOURNMENT

Motion to adjourn – McDowell; 2nd – Banks; motion carried. The meeting was adjourned at 06:08 P.M.

Respectfully submitted,

Bruce Smith, Commission Secretary

Ashley Walls, Transcriptionist